

DATE: [Insert Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT TRANSFER TO COLLECTIONS

Dear [Homeowner Name],

This letter serves as formal notification that your account with the [Name of Homeowner Association] has been transferred to a professional collection agency due to non-payment of delinquent dues and assessments.

As of [Date], your account reflects a total outstanding balance of **[\$Total Amount]**. This balance includes:

- Past Due Assessments: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Interest Charges: **[\$Amount]**
- Collection/Administrative Fees: **[\$Amount]**

Because your account has been moved to external collections, the Board of Directors and the Property Management office can no longer accept direct payments or negotiate payment plans regarding this debt.

Please direct all future correspondence and payments to the following agency:

[Collection Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website/Account Portal]

Please be advised that continued failure to resolve this debt may result in further legal action, including but not limited to, the filing of a lien against your property or foreclosure proceedings as permitted by the Association's Governing Documents and State Law.

Sincerely,

[Name of Sender/Property Manager]

[Title]

On behalf of [Homeowner Association Name]